



Home of the Tualatin River National Wildlife Refuge

City of Sherwood

Library Advisory Board

MEETING MINUTES

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|------------------------|---|
| MEETING TITLE | City of Sherwood Library Advisory Board |
| DATE & TIME | December 3, 2013 5:30 P.M. |
| LOCATION | Sherwood Library/City Hall, City Hall Foyer (2 nd Floor) |
| FACILITATOR | Christine McLaughlin |
| NOTES TAKEN BY | Mary Madland |

AGENDA

| Items | Person Presenting |
|----------------------------|-------------------|
| 1. Roll Call/Introductions | McLaughlin |
| 2. Changes to Agenda | McLaughlin |
| 3. Approval of Minutes | McLaughlin |
| 4. Manager's Report | North |
| 5. Other Business | McLaughlin |
| 6. Adjournment | McLaughlin |

ATTENDEES

| Library Advisory Board | Absent | Council Liaison | Absent |
|--|--------|-------------------|--------|
| Amy Christie | X | Linda Henderson | X |
| Jack Hoffbuhr | | | |
| Christine McLaughlin | | City Staff | |
| Liz Myer | | Pam North | |
| Pat Reisinger | | | |
| Diana Stanley | | Kristen Switzer | X |
| Coleen Swihart | | | |
| Conrad Thomason | | Guests | |
| Ashley Korn (High School Representative) | | | |

MEETING NOTES

Roll Call/Introductions

The meeting was called to order at 5:30 by Chair Christine McLaughlin

Approval of Minutes

Motion to approve the August minutes was made by Conrad Thomason, seconded by Diana Stanley and approved unanimously.

Library Manager Report

Sherwood Public Library – October 2013

Monthly Management Report

| | <u>Current Year</u> | <u>Past Year</u> | <u>% Change</u> |
|-------------------------|--|------------------|-------------------------------|
| <u>Check out</u> | <u>31,618</u> | <u>32,507</u> | <u>-2.7% (23% Self-check)</u> |
| <u>Check in</u> | <u>23,059</u> | <u>24,230</u> | <u>- 4.8%</u> |
| • New Library cards | 112 | | |
| • Volunteer hours | 177.50 hours; equivalent to 1.02 FTE (24 volunteers) | | |
| • New Library2Go users | 35 | | |
| • Library2Go check outs | 838 | | |

Monthly Activities

- Twenty-eight Baby, Preschool and Toddler Storytimes (680 attendees total) *No storytimes one week (Miss Teresa on vacation)
- Two Read-to-the-Dogs programs
- Magazine Monday (free magazine giveaway)
- 10/03 Teen Advisory Board Meeting (3 teens)
- 10/06 & 20 Adult Writing Workshops (8 & 9 in attendance)
- 10/09 “A Will Is Not Enough In Oregon” presentation by Richard Schneider (18 attendees)
- 10/09 Pajama Time Storytime (4 children & 3 adults = 7 total)
- 10/12 Local author June Reynolds signs her newest book, “Something in the Sky”
- 10/13-19 Teen Read Week

- 10/16 Wednesday Crafternoon with an apple theme (27 children & 15 adults = 42 total)
- 10/16 Library Advisory Board Meeting
- 10/23 DIY Craftshop – Shrunken Apple Pirates (3 teens & 2 adults = 5)
- 10/26 Saturday Family Storytime (17 children & 11 adults = 28 total)
- 10/31 Friends of the Library hand out books and candy to “trick or readers”
- Volunteer recruitment & training continues / New volunteers started shifts

CONTESTS/RAFFLES

- **33 teens** participated in the Teen Read Week Raffle. One teen won the main prize, a \$25 Amazon.com gift certificate. Eight teens won \$10 passes to the Sherwood Ice Arena.
- **14 teens** also participated in the Read & Release program on Wednesday, October 16. They picked up a paperback from the library to read and pass on to a friend or leave in an area where another teen will find it.
- Library staff attended various regional, City and WCCLS meetings: Youth Services, Policy Group, Safety Committee, Circulation, Unique Management, Children’s Services Division, Oregon Young Adult Network, Multnomah County Library and OLA Executive Board

Sherwood Public Library – November 2013 Monthly Management Report

| | <u>Current Year</u> | <u>Past Year</u> | <u>% Change</u> |
|------------------|---------------------|------------------|---------------------------------|
| Check out | 29,639 | 32,472 | - 8.72% (21% Self-check) |
| Check in | 21,241 | 22,635 | - 6% |

- New Library cards 77
- Volunteer hours 160.5 hours; equivalent to .93 FTE (24 volunteers)
- New Library2Go users 1
- Library2Go check outs 753

Monthly Activities

- Twenty-six Baby, Preschool and Toddler Storytimes (527 attendees total)
- Two Read-to-the-Dogs programs
- Magazine Monday (free magazine giveaway)

- 11/02 & 11/16 Pinn Crawford and Adam Carlson present Library2Go training sessions (8 & 10 attendees)
- 11/03 & 11/17 Marie Buckley's Writing Workshops for Adults continue (9-12 attendees)
- 11/05 Mary Madland & Crystal Garcia host Serials training for WCCLS member library staff
- 11/06 Interviews for On-Call Library Assistant I positions
- 11/06 Oregon author, Bob Welch, visits for two presentations (3 & 0 attendees)
- 11/07 Teen Advisory Board Meeting for 6-12 graders (5 teens)
- 11/07 Friends of the Library Meeting
- 11/09 Tualatin River National Wildlife Refuge program (8 children, 7 adults = 15 attendees)
- 11/11 HOLIDAY
- 11/13 Pajama Time Storytime (17 children, 10 adults = 27 attendees)
- 11/15 Library Staff Meeting
- 11/20 DIY Craftshop: Personalized Metal Bookmarks (8 teens, 4 adults = 12 attendees)
- 11/21 Swiss Travel presentation with Jonathan Larsen (16 attendees)
- 11/23 Saturday Family Storytime (9 children, 7 adults = 16 attendees)
- 11/28-29 HOLIDAYS
- Volunteer recruitment & training continues / New volunteers started shifts
- Library staff attended various regional, City and WCCLS meetings: Safety, Policy Group/Core Services, Oregon Library Directors, OLA/PLD Board, Circulation, Acquisitions, Adult Services, Publicity, WUG and YALL (Young Adult)

Library Business & News

North noted that Marie Buckley's writing workshops have a strong following and North received 3 letters requesting that we have her back.

Richard Schneider's "A Will is Not Enough in Oregon" presentations are well attended.

June Reynolds held a book signing for her newest book on October 12th.

Tracy's Wednesday Crafternoon programs have been well-attended.

Tracy will be expanding the Saturday Family Storytime to 2 sessions soon.

The Friends of the Library handed out books and candy on Halloween.

North attended the Public Library Directors meeting on November 22nd, which included 50 Library Directors from around the state. Many new people and some new ideas about how we measure what we do. Currently we count circulation, people, and programs. In the future we may be looking at things like E-book usage, page views, and wireless access and may be counting things differently.

Food for Fines is back and this year we have three participants: Helping Hands, Willowbrook, and St. Francis.

In December we will be closing early at 2pm on Christmas Eve and 5pm on New Year's Eve. On 12/18 the Library will open at 1pm to allow staff to attend the City Appreciation Luncheon.

December 5th Don Jansen will provide guitar music from 5:30-7:30 pm, sponsored by the Friends of the Sherwood Library.

Book sales are going great with the addition of the new shelving.

Tracy will have a Family Game Day on Saturday December 7th and on December 18th the theme for Crafternoon will be Winter Crafts.

Other Business

Conrad asked if circulation was down county-wide and the answer is yes.

The E-book programs presented by Pinn and Adam have been successful and more are planned, but no set dates yet.

WCCLS has created a package that includes several types of E-book readers that can be checked out by libraries to help familiarize staff with the different devices and how they work so they can better assist patrons. After Christmas we anticipate lots of questions from patrons with new devices. WCCLS has also created tutorials to assist patrons and they are available on the website.

It was noted that E-book renewals default to 7 days unless you change it.

The next Board meeting will be on Wednesday February 19th at 6:30pm in the Sherwood Library & City Hall, Conference Room A.

Adjournment

The meeting was adjourned at 5:50pm.